

**SECRET**

(When Filled In)

<b>SPEED LETTER</b>		REPLY REQUESTED		DATE 10 August 1964
		YES	NO	LETTER NO.
TO : Chief, Records Administration Staff, ATTN: DDS		FROM: Chief, Records Management Staff, OC		
<p>Please note that the records in OC were decreased by 495.1 cubic feet during the past year. Approximately sixty safes would be necessary to house this much material. At \$500 per safe, a net saving of \$30,000 may be realized. In addition OC has reduced its record holding equipment by three 5 drawer safes, two 10 drawer cabinets, twelve 16 drawer and 5 seventeen drawer Kardexes.</p>				
25X1	<div style="border: 1px solid black; width: 50px; height: 30px; display: inline-block;"></div> As you know this is based upon a physical inventory where			
25X1	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> and 1 other person actually			
25X1	counted and measured. These figures have a high level of			
25X1	confidence <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 250px; height: 50px; display: inline-block; vertical-align: middle;"></div>			
REPLY			SIGNATURE	
			DATE	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">25 YEAR RE-REVIEW</div>				
SIGNATURE				
RETURN TO ORIGINATOR				